

Department of The Army and The Navy

Military Custodial Services Manual

***Table 1 – Frequency Guide for Custodial Services**

***Explanation**

Frequencies of cleaning indicated are average and should be adjusted as necessary to meet the requirements of each building area. For the Army Table 1 will be used in conjunction with DA Form 5104.

Categories of Buildings are grouped in four general area categories each requiring

Buildings approximately the same frequency of cleaning. These are indicated in the frequency column as (1) Administration and personnel such as offices, laboratories, cafeteria and hospitals. (2) Production – such as shops and garages. (3) Storage such as warehouses; portions of inactive buildings are in this category. (4) Common areas such as hallways, cubicle areas.

Codes: The various codes indicated in the frequency columns are below:

D – Daily

D** -Multiple times Daily

2W-Twice Weekly

W- Weekly

M- Monthly

2M- Twice Monthly

2W+ - Twice Weekly and as directed

TS – Indicates a local time study is required because of the many possible variations in these items

M2 – Every two months

M3- Every three months

M4- Every four months

M6- Every six months

Y+ - Yearly and as directed

Y- Yearly

Items and Cleaning Operations				
	Admin	Shop/Garage	Storage	Common Areas
¹	(1)	(2)	(3)	(4)
Floors—Finished (1,000 sq. ft) Unobstructed²				
Sweep	D	D	2M	D
Dust Mop	D	D		D
Vacuum	W	W		D
Damp Mop	W	W	2M	D
Buff	M			M
Strip and Re-wax	M6			M6
Machine Scrub and Pick Up	M6			M6
Vacuum and buff	W			W
Vacuum, wax touch-up and Buff	M			M
Floors (1,000 sq. ft) Slightly Obstructed				
Sweep	D	D	2M	D
Dust Mop	D	D		D
Vacuum	W	W		D
Damp Mop	W	W	2M	D
Buff	M			M
Strip and Re-wax	M6			M6
Machine Scrub and Pick Up	M6			M6
Vacuum and Buff	M			W
Vacuum, Wax Touch-Up, and Buff	M			

¹ Due to COVID-19 frequently touched surfaces should be cleaned daily.

² For drill floors ensure proper cleaning methods for lead immediately following vehicular traffic.

³ Floors – (1,000 sq. ft) obstructed				
Sweep	D	D	2M	D
Dust Mop	D	D		D
Vacuum	W	W		D
Damp Mop	W	W	2M	D
Buff	M			M
Strip and Re-wax	M6			M6
Floors (1,000 sq. ft) Heavily Obstructed				
Sweep	D	D	2M	D
Dust Mop	D	D		D
Vacuum	W	W		D
Damp Mop	W	W	2M	D
Buff	M			M
Strip and Re-wax	M6			M6
Frequently touched surfaces ⁴⁵				
Doorknobs, light switches , handles	D**	D**	D**	D**
Phones, computer mouse, keyboards, Desk	D**	D**		D**
Touch screen, ATM machines	D**	D**		D**
Cleaning Toilet and Fixtures				
Toilet	D**	D**		D*
Door, door handles	D**	D**		D**

³ Always follow manufactures direction when mixing, storing, disposing and using chemicals.

⁴ Due to COVID-19 frequently touched surfaces should be cleaned daily.

⁵ Confirmed cases should be blocked off for 24 hours if feasible. Everything should be washed with soap and water before disinfecting.

Light Switch	D**	D**		D**
Water closets, each	D	D	D	
Urinals, each	D**	D**	D**	
Wash basins sinks, each	D**	D**	D**	
Walls, partitions, woodwork ⁶	W D**	W D**	W D**	
Floors	See Floors, Finished			
Dispensers, fill and clean each	D**	D**	D**	
Drinking fountain each	D**	D**	D**	D**
Shower walls	W D**	W D**	W D**	
Glass Cleaning				
Windows, each	M6	M6	M6	M6
Mirror, damp wash; dry				
49"x 25" each	W	W	W	W
88" x 31" each	W	W	W	W
Dusting, averages				
Top of Cabinets/Lockers/etc.	M	M	M	M
Desks, each	M D**	M D**	M D**	M D**
Chairs, office, each	M D**	M D**	M D**	M D**
Bookcases. Per section	M	M	M	M
Files, four drawers, single, each	M D**	M D**	M D**	M D**
Venetian blinds, shades, each	M6	M6	M6	M6
Light Fixtures				

⁶ Due to COVID-19 frequently touched surfaces should be cleaned daily.

Incandescent, each	M3	M3	M3	Y+
Fluorescent, each	M6	M6	M6	Y+
Walls, ceilings, pipes, screens ⁷	M6	M6	Y+	Y+
Washing, averages				
Wall, partitions (100 sq. ft.) (with ladder)	Y+	Y+		Y+
Ceilings (100 sq. ft.) with scaffold	Y+	Y+		Y+
Baseboards, sills (100 ft)	M6	M6		M6
Glass Partitions (100 sq. ft.) (with ladder)	Y	Y		Y+
Tile (100 sq. ft.) (without ladder)	M6	M6		Y+
Wash door (2 sides and frames) ⁸	Y+ D**	Y+ D**		Y+ D**
Miscellaneous Cleaning, averages				
Venetian blinds, wash-rinse, each	Y	Y	Y	
Light fixtures, damp wipe				
Incandescent, each	Y	Y		
Incandescent in closed, each	Y	Y		
Fluorescent, each	Y	Y		
Radiators, with heaters	M6	M	M6	
Air Conditioning grills	M6	M6		
Vacuuming carpets, 1000 sq. ft.	W	W		W
Walls, partitions, woodwork				
Hand, wash-rinse, average, 1000 sq. ft.	Y	Y	Y	Y

⁷ Consult with your PPD and Armory Hazard Manager Plan for location of asbestos and lead for specific cleaning instructions.

⁸ Due to COVID-19 frequently touched surfaces should be cleaned daily.

Spot clean	D			
Furniture, clean, wax, polish	M6 D**	M6 D**	M6 D**	
Stairways, sweep or mop	2W+	3W	M6	2W+
Entrances, sweep or mop	D	D	D	
Sand Urns, clean, each	D	D		
Exterior Ashtrays, empty, clean, each	W	W	W	
Wastebaskets, empty, each	D	D	D	D
Trash Removal	D	D	D	D
Exterior Trash Removal/Grounds pick up				W+
Carpet shampooing, 1000 sq. ft.	Y+			Y+
Kitchen/Breakrooms ⁹				
Countertops	2W D**	2W D**		
Appliances (wipe down)	2W D**	2W D**		
Tables/Chairs	2W D**	2W D**		
Sweep/Mop	2W	2W		
Mowing, landscaping, weed eating				W+

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